



**Town of Steilacoom PRIME WINDOWS AND PATIO DOOR REPLACEMENT  
INCENTIVE PROGRAM - REBATE CLAIM FORM**

**PLEASE READ AND COMPLETE BOTH PAGES OF THE FORM**

(Town Use Only)

Rebate Number \_\_\_\_\_  
 Rebate Amt \$ \_\_\_\_\_  
 Check Number \_\_\_\_\_

**INSTRUCTIONS:** Fill out form completely and sign. Attach supporting documentation: receipt(s) and NFRC sticker(s). Failure to complete the form and provide documentation could result in claim being returned or denied.

**Please see the back of this form for Program Requirements and Specifications**

**CUSTOMER INFORMATION**

Name of Customer Receiving Rebate			Mailing Address <i>(if different than installation address)</i>		
Installation Address			City	State	Zip Code
City	State	Zip Code	Primary Contact Person		Phone Number
Steilacoom Utility Account Number			Email Address		
Type of Residence: <input type="checkbox"/> Single-Family			<input type="checkbox"/> Multifamily Low-Rise <input type="checkbox"/> Multifamily Mid/High Rise		

**BUILDING INFORMATION**

<b>Primary Heating Equipment</b> <input type="checkbox"/> Any Electric <input type="checkbox"/> Electric Forced Air Furnace <input type="checkbox"/> Zonal / Ductless Heat Pump <input type="checkbox"/> Ducted Heat Pump <input type="checkbox"/> List Other		<b>Primary Cooling Equipment</b> <input type="checkbox"/> Geothermal <input type="checkbox"/> Air-Source Heat Pump <input type="checkbox"/> Central Air Conditioning <input type="checkbox"/> Room Air Conditioner <input type="checkbox"/> None	
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**WINDOW INFORMATION**

Complete for each window type. Rebate (per sq ft); based upon building type, installed heat source, pre existing window type and installed U-Value. One opening = one window. Must meet U-Value requirements. **Include verification of U-Values for each window with claim form.** Minimum of 8 sq ft per window. \*Square footage = (length in inches x width in inches)/144 of glazing. Attach additional sheets if needed.

Manufacturer	Type (double-hung, single-hung, casement, picture, etc.)	Number Installed	U-Value (required)	Width (inches)	Length (inches)	*Square Footage

**PATIO DOOR INFORMATION**

Maximum of 5 doors per residential building. Minimum of 8 sq ft per door. \*Square footage = (length in inches x width in inches)/144. **Include proof of U-Value for each door with this form.** Rebate (per sq ft of glazing) based upon building type, installed heat source, door type and installed U-Value. Attach additional sheets if needed.

Manufacturer	No. Installed	U-Value	Width (inches)	Length (inches)	Square Footage (Width X Length)/144

# Prime Window and Patio Door Replacement Claim Form

## REQUIREMENTS AND SPECIFICATIONS

\*Please note, windows and/or patio doors must be installed in residences with a permanently-installed *electric heating system*. Pre-existing windows and patio doors must be (1) single pane with/without storms, any frame type (e.g. metal, wood, vinyl), or (2) double pane, metal frame only. The weighted average of replacement windows must have a National Fenestration Rating Council (NFRC) rated U-Value of 0.30 or 0.22 and for patio doors 0.35 or 0.30. Window and patio door measures in single-family and manufactured homes must be installed according to the 2016 BPA Residential Weatherization Specifications found on the Town of Steilacoom webpage - Utility Rebates for Electric Heat Customers.

## REBATE REQUIREMENTS CHECKLIST

Please provide the following:

- 1. End-user identifying information including address where measures were installed.
- 2. Description of residence (single family, multifamily, etc.).
- 3. Audit or field notes detailing existing and replacement windows and patio doors to include frame type (wood, metal, vinyl, etc.) and single or double pane glass.
- 4. Documentation of the number and square footage of the windows and/or patio doors to be replaced.
- 5. Equipment/contractor invoice showing (a) measure requirements have been met (e.g., manufacturer, model, number, type and size and quantity of product installed). (b) the order/purchase date and (c) cost.
- 6. NFRC stickers or other verifications of U-Values for each window and/or patio door claimed.

\***Rebate incentives** are \$2 to \$8 per sq ft of single-family prime window and patio door glazing. There is a maximum rebate of \$2,500 per single-family residence. Multifamily prime windows and patio doors are reimbursed at \$12 to \$16 per sq ft of replaced glazing up to a maximum of 70% of the documented cost of the installed measures.

*\*Based upon building type, primary heat source, type of pre-existing windows/patio doors and installed U-values*

Please mail completed and signed rebate form with required supporting documentation to:

Town of Steilacoom  
Attn: Window Rebates  
1030 Roe Street  
Steilacoom, WA 98388

## CUSTOMER SIGNATURE AND CERTIFICATION

I certify that I have purchased the window(s) / door(s) described in this form and that they have been installed at the service address indicated. I agree to the terms and conditions associated with Prime Windows / Patio Door Replacement Incentive Program.

Customer Signature

Date

Please allow six to eight weeks for your rebate check after the Town receives, verifies and approves your properly completed rebate claim form, receipts and other required documentation.

Due to funding limitations, the rebates offered in this program are subject to change without prior notice  
This offer expires September 30, 2021 or sooner if funds are exhausted

Questions? Call Terry Huber at (253) 983-2077

Revised: 04/10/2020